



Plan for Safe and Inclusive Working Environments for Off-Campus or Off-Site Research

Purpose:

This document details National Science Foundation (NSF) requirements related to off-campus or off-site research and Clark University's procedures for ensuring a plan is in place to address safe and inclusive working environments for any NSF-funded project that proposes to conduct off-campus research.

Off-campus or off-site research, for purposes of this requirement, is defined as data / information / samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft.

Overview:

Clark University aims to foster safe and harassment-free environments wherever science is conducted. We recognize that a community effort is essential to eliminate sexual and other forms of harassment in science and to build inclusive scientific climates where people can learn, grow, and thrive. Accordingly, for each NSF grant submission that proposes to conduct research off-campus or off-site, the Dean of Research, or Authorized Organizational Representative (AOR), must certify that Clark University has a plan in place to address safe and inclusive working environments, to include how the following types of behavior will be addressed:

- Abuse of any person, including, but not limited to, harassment, stalking, bullying, or hazing of any kind, whether the behavior is carried out verbally, physically, electronically, or in written form; or
- Conduct that is unwelcome, offensive, indecent, obscene, or disorderly.

This plan should also identify steps Clark University will take to nurture an inclusive off-campus or off-site working environment, e.g., trainings; processes to establish shared team definitions of roles, responsibilities, and culture, e.g., codes of conduct; and field support, e.g., regular check-ins.

Communications within the team and to Clark University should be considered in the plan, minimizing singular points within the communications pathway. The plan should address any special circumstances, such as the involvement of multiple organizations, or the presence of third parties in the working environment. The process and organizational mechanisms for reporting, responding to, and resolving incident reports should be specified in the plan.

Clark University's plan and project-specific details for the research project must be disseminated to individuals participating in the off-campus or off-site research prior to departure.

Principal Investigators are responsible for authoring and distributing a copy of a project-specific plan (see pages 3-4) to each participant in the off-campus or off-site research PRIOR to those individuals leaving campus to participate in the activities.



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Relevant Clark University Policies and Procedures:

Clark University is committed to providing a campus environment where all students, staff, and faculty are safe from sexual violence, harassment, and discrimination. This commitment to providing safe and inclusive working environments extends to University-supported off-campus research activities as well. The following is a list of Clark policies and procedures relevant to the activities described in this plan.

- [Home - University Policies](#)
- [Title IX Policy and Sexual Misconduct Process](#)
- [Bias Incident Reporting](#)
- [Report a Concern | Clark University](#)
- [Safety and Threat Assessment Team](#)
- [International Travel Policy](#)
- [Student Code of Conduct](#)
- [Responsible Conduct in Research Policy](#)
- [Policies & Procedures | Student Accessibility](#)
- [Personnel-Grievance-Policy-and-Procedures](#)
- [Whistleblower Policy](#)
- [Community Standards Guidebook 2022-2023](#)
- [Graduate Student Handbook](#)

Process:

At a project-specific level, all Principal Investigators who submit an NSF grant proposal that includes off-campus or off-site research activities, must consider how they will foster a safe and inclusive environment, handle communications pathways, disseminate information, and address potential circumstances unique to their off-campus research activities or location.

In accordance with [NSF 23-1](#), a plan for the proposed project must be completed and on file **prior to submission**. Note: the project-specific information *is not submitted to NSF in Research.gov* unless requested in the solicitation.

Principal Investigators must submit a completed **Project-Specific Plan*** for all NSF proposals (with off-campus or off-site research) to the Office of Sponsored Programs and Research (OSPR) as part of the proposal review.

In submitting a proposal, the PI attests to the following:

I am cognizant of the Clark University Plan for Safe and Inclusive Working Environments for Off-Campus or Off-Site Research.

Prior to the start of any off-campus or off-site research activities associated with this project, I will meet with my team and disseminate my **Project-Specific Plan**.

In the event the proposed NSF project is awarded, I will update my **Project-Specific Plan** with current information, re-submit the revised version to OSPR, and disseminate to all participants.*

* The **Plan** to be disseminated to participants includes all 4 pages contained in this document.




PROJECT-SPECIFIC FORM
For Safe and Inclusive Working Environments
for Off-Campus or Off-Site Research
 Office of Sponsored Programs and Research

PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR INFORMATION

Principal Investigator / Project Director E-Mail Home Department

Proposal Title: Proposal / Award Number

Estimated Departure Date Estimated Return Date  Undergraduate Students Graduate Students

PROJECT INFORMATION

Please describe the off-campus research activities:

Will participants from other entities (governmental, company, sponsor, educational institution, subrecipients) be involved and present? If yes, describe any special arrangements or guidance needed to make sure misconduct involving any individuals is reported?


Will participants have regular internet or cellular phone service available? If not, what arrangements are in place for participants to report suspected misconduct, and how have you made the reporting procedure clear and accessible to participants?


Recommended contact for any suspected misbehavior:
Participants remain free to use this contact or any other contact they prefer to report misconduct; more than one contact may be listed.

Emergency Response:
Include contact information for local emergency medical personnel, nearest hospital, or urgent care facility.

SPECIAL CIRCUMSTANCES

Identify any circumstances that necessitate special plans, e.g., participants are at sea, or in remote locations without ability to make contact through normal channels, there are physical barriers that require attention to ensure full participation, variance in cultural norms that might necessitate advance awareness training, unusual working conditions, alternative accommodations.

Cultural History & Interactions 

Communications & Physical Safety 

Accessibility of Site Locations 

Working Conditions & Accommodations 

Describe your plans to address any special needs or situations that are anticipated.

DATES:

Date Submitted:

Date Revised:

 Date Disseminated to Team:



ATTESTATIONS

In signing this form, you are confirming that you and your team are cognizant of Clark University's Policies and Procedures regarding a Safe and Inclusive Working Environment for Off-Campus or Off-Site research activities, and that you will disseminate and discuss this plan prior to commencement of any activities.

Principal Investigator

Signature

Date

APPROVAL

Department Chair

Signature

Date